



RECRUITMENT PACK

Assistant Headteacher

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

This opportunity to join the senior leadership team has arisen due to the retirement of the current post holder. As Assistant Headteacher for Teaching and Learning, the successful candidate will provide professional leadership to secure and sustain effective teaching, learning and staff development throughout the academy through accurate monitoring and evaluation of the quality of teaching and standards of achievement. This role is crucial to promote a culture where colleagues and pupils have high aspirations, the determination to succeed, and opportunities to make exceptional progress.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils — including those with additional needs — are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Yours faithfully,

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the "Best Places to Live in the UK" surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine's joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our school website, www.sarchs.com, has a wealth of information about life at St Augustine's so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

ASSISTANT HEADTEACHER

PERMANENT/FULL TIME

GRADE L12-16 £67,898- £75,050

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

St Augustine's RC High School is a large and friendly school, under the Trusteeship of the Salford Diocese and part of the Romero Catholic Academy Trust, which welcomes pupils of all Christian denominations and world faiths or no faith. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The Board of Directors of the Romero Catholic Academy Trust alongside The Governors of St Augustine's RC School, wish to appoint an outstanding and committed professional with responsibility for Teaching and Learning. The successful candidate will be an outstanding classroom practitioner, who has the ability to share, model and demonstrate the key characteristics of effective teaching and learning. You will lead positively, professionally and enthusiastically.

Successful candidates must be secure in all aspects of the role of classroom teacher and have experience of sharing pedagogical success with evidence of impact. This is an opportunity to be part of a team with responsibility for developing dynamic teaching and learning across the school.

We are looking for an individual with:

- A commitment to safeguarding, inclusion and our Catholic life and mission.
- A proven track record of successful leadership at a senior level.
- Strong knowledge of curriculum design, pedagogy and assessment.
- The ability to inspire and motivate staff and pupils.
- have successful teaching experience
- be an outstanding, innovative practitioner
- be able to confidently lead on evidence informed teaching and learning pedagogy
- have experience in leading teams with evidence of securing strong outcomes for pupils
- be a forward-thinking individual who is able to work closely with our teaching and support staff and the governing body

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 823362** or **Head@sarchs.romerocat.com**.

If you wish to apply please do so via the My New Term platform following the link <https://mynewterm.com/jobs/149457/EDV-2026-SARCHSVA-62173>

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Monday 20 th April 2026, 12 Midday
Interview Date	Monday 27 th April 2026

ASSISTANT HEADTEACHER

JOB DESCRIPTION

JOB PURPOSE

The Assistant Headteacher will provide professional leadership to secure and sustain effective teaching, learning and staff development throughout the school through accurate monitoring and evaluation of the quality of teaching and standards of achievement. This includes the design and delivery of high leverage CPD to promote a culture of academic rigour and leading a whole school reading strategy.

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior leadership team
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Support the leadership team with Curriculum Development throughout the school;
- Support the leadership team with Monitoring and Evaluating standards across school, contributing to the self-evaluation to help improve school and in preparation for both s5/8 and Catholic schools inspections
- Develop partnerships with the parish, school community and across Romero Catholic Academy Trust. If the Headteacher is absent from the school, the Assistant Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Board shall require.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

CLASS TEACHER RESPONSIBILITIES

- To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and conditions document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teacher.
- If required, to be responsible for a specific class or age group of children, to be decided on appointment.

THE INTERNAL ORGANISATION, MANAGEMENT AND CONTROL OF THE SCHOOL

- To have specific responsibilities to be agreed upon appointment.
- To contribute to fulfilling the school's mission statement and maintaining and developing the catholic ethos, values and overall purposes of the school.
- Formulating the aims and objectives of the school and policies for their implementation.

- A development plan which will translate school aims and policies into actions.
- Monitoring and evaluating the performance of the school and its achievements as a catholic school.
- Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The efficient organisation, management and supervision of school routines.

CURRICULAM DEVELOPMENT

To contribute to:

- the development, organisation and implementation of the school's curriculum.
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting.
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs.
- Ensuring that the Diocesan policy on Religious Education is fulfilled.
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school.
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school.
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school.

PUPIL CARE

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church.
- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good.
- The development among pupils of self-discipline.
- The handling of individual disciplinary cases.
- Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

MANAGEMENT OF STAFF

- To participate in the selection and deployment of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school.
- To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.
- To maintain good relationships with individuals, groups and staff unions and associations.

MANAGEMENT OF RESOURCES

- To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

RELATIONSHIPS

- To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with Diocesan, Trust and Authority officers and support services.

- To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- Create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

EQUAL OPPORTUNITY

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

- This Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ATTENDANCE

- Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ASSISTANT HEADTEACHER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Qualified Teacher status	E	A / C / I
Degree level qualification	E	A / C / I
Evidence of up-to-date, relevant CPD	E	A / C / I
Additional professional qualification (eg LFTM; MEd; NPQML; NPQSL)	D	A / C / I
Knowledge and Experience		
Confirmation of outstanding classroom management	E	A / I / T / R
Excellent innovative classroom practitioner	E	A / I / T / R
Outstanding levels of pupil achievement and pupil progress	E	A / I / T / R
Significant teaching experience in the 11-16 range	E	A / I / T / R
Familiar with current teaching trends and the latest initiatives	E	A / I / T / R
Flexibility to possibly teach outside of specialist subject	D	A / I / T / R
Skills and Abilities		
Significant experience of leading a team	E	A / I / T / R
Recent evidence of leading a successful whole school initiative	E	A / I / T / R
Up-to-date knowledge of new Ofsted framework	E	A / I / T / R
Experience of delegating tasks and supporting staff in carrying out tasks	E	A / I / T / R
Evidence of effectively implementing intervention strategies, which raise standards and engage disaffected pupils	E	A / I / T / R
Personal Qualities		
Supportive of the Catholic ethos of the school	E	A / I / T / R
Creative and innovative thinker	E	A / I / T / R
Resilient, reflective and resourceful	E	A / I / T / R
Excellent sense of perspective	E	A / I / T / R
Can engage a wide variety of audiences	E	A / I / T / R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A

Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		

EQUAL OPPORTUNITIES

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HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ASSISTANT HEADTEACHER

HOW TO APPLY

If you would like to find out more about the position, please contact the school office on 01254 823362 or Head@sarchs.romerocat.com

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